

# Newton Retirement Board

Approved 10/14/03

## 1. Travel Routing Criterion:

The Board authorizes the Director of the Retirement Board to monitor the policy and procedures as stipulated in PERAC travel regulations 840 CMR 2:00. The Director will be responsible for placing travel-related matters on the Retirement Board agenda for advance approval by the Board.

## 2. Authorization for Rental Car Usage:

The Retirement Board does not authorize the use of a rental car on Board authorized travel.

## 3. Allowable Rate of Reimbursement for use of a Personal Vehicle:

Reimbursement for use of a personal vehicle while on Board authorized travel shall be at the current reimbursement rate used by the City of Newton.

## 4. Maximum Daily Reimbursement for Meals and Authorization or Excess Reimbursement for High-Cost Locations:

Reimbursement for meals on Board authorized travel that are not included as part of the seminar package shall be limited to \$10 breakfast, \$15 lunch and \$25 dinner. Reimbursement meals for high cost locations shall be as specifically authorized by the Retirement Board but not to exceed the Federal General Services Administration travel guidelines.

## 5. Authorization for Board Credit Card Issuance:

The Board does not authorize the use of a Board Credit Card.

## 6. The Board authorizes the immediate use of the attached forms in connection with any Board authorized travel:

Travel Authorization Voucher  
Expense Report  
Missing Receipts Form